



Human Services Provider Request for Qualifications (RFQ) and Proposal - Emergency Housing and Shelter Services for Residents in the Town of Sahuarita, Arizona

I. Introduction:

The Town of Sahuarita (the "Town") is issuing this Request for Qualifications and Proposals (hereinafter referred to as the "Request") to Human Services Providers, to solicit submittals from qualified organizations that wish to receive funds from the Town in order provide emergency housing and shelter services for residents of the Town of Sahuarita. The Town Council has authorized the expenditure of \$50,000 for emergency housing and shelter services, and this Request will allow the Town to select an organization that the Town believes will provide the best services for the amount of the Town's funding. The purpose of the Town of Sahuarita funding is to increase the number of residents of the Town that can be served by an agency and not to replace other funding streams designated for assisting Town residents with emergency housing and shelter services.

Within thirty days of the effective date of the contract, half of the allocated amount will be disbursed and within six months from the effective date of the contract, the other half will be disbursed, as indicated under Section 3 - Distribution of Funds in the Contract for Human Services. Copies of this Request can be obtained at Town Hall, located at 375 W. Sahuarita Center Way, Sahuarita, Arizona 85629, or on the Town's website at www.sahuaritaaz.gov.

After reviewing the materials submitted pursuant to this Request, the Town may invite the most qualified applicant(s) to interview with members of the Human Services Committee. The Committee will select an applicant based upon the Request material and interview results, if any, to recommend to the Town Council for funding. The Town reserves the right to:

1. Make an award that is most advantageous to the Town based upon service, materials or other evaluation factors as set forth herein.
2. Reject all proposals.

The selected organization will be required to execute the Town's standard Contract for Human Services. A form of this contract is included with this Request.

II. Scope of Services:

The Town desires to procure the services of a qualified organization to provide basic emergency housing and shelter services, in an amount of \$50,000, to Town residents in emergency situations, for the period of one year from the date of the executed Human Services Contract. Recipients of such emergency services must live within the Town of Sahuarita boundaries (see Attachment A).

Basic emergency housing and shelter assistance may include, but is not limited to: rental assistance, utility assistance, vouchers for emergency shelter, and the like.

Human Service provider responsibilities shall include:

1. Taking requests for emergency housing and shelter assistance.
2. Verifying that help with basic human needs of housing and shelter is required by an individual or family.
3. Verifying the residency status of those served.
4. Providing bi-annual reports of progress assisting qualified residents with emergency housing and shelter assistance and tracking the number of Sahuarita residents served. Providing a final report 30 days after contract termination.

III. Content of Proposal:

Proposals shall contain:

- Project Proposal Summary Sheet (see attached Form 1)
- Proposal Narrative as provided below (see attached Form 2)
- Listing of all the organization's funding sources and amounts (see attached Form 3)
- Activity Data and Proposed Budget for Town of Sahuarita Funding (see attached Form 4)
- Organization's most recent financial statements (audited is preferred.)

The Proposal Narrative shall be single sided, on 8 ½ x 11 paper, 12 point font or larger, with one inch margins on all sides. The Proposal Narrative shall not be longer than four pages in length, and shall address the following:

1. Qualifications.
 - a. Describe the organization, i.e., when established, mission, programs, communities and individuals served, and partnership relationships.
 - b. List the addresses of all offices maintained by the organization and where services will be provided to Sahuarita residents.
 - c. Describe the organization's experience in providing emergency housing and shelter services (within and outside the Sahuarita Town limits).
2. Community Need. Identify and describe existing need to be addressed in the Sahuarita community, describe how the activities are to be carried out to directly address the identified need. Include critical and relevant information about the population to be served including local and/or agency statistics.
3. Proposed Plan of Action. Submit an outline of the planned activities, the demographics of the population to be served, the number of Sahuarita residents expected to be served by this activity, the location of the service provider, and specific steps to be taken to implement the activity and target dates for each phase. Describe your methods for determining need and residency of those served.

4. Goals and Objectives. Describe the goals and objectives of your proposal, and how the proposed project addresses the Town's identified needs.
5. Performance Outputs. Provide programmatic outputs such as the expected number of unduplicated clients to be served and the number of housing and shelter items you anticipate will be dispensed. Explain how results will be measured.
6. Organization Budget Capacity. Explain how the Town's funding will be used, confirming that the Town's funding will be used only for recipients within the Town's boundaries.
7. Identification of Responsible Person. The proposal shall fully state the name, address, and contact information for the individual responsible for managing the Scope of Services and describe the individual's experience in providing emergency housing and shelter services.

IV. Proposal Checklist:

The following checklist is provided to help you make sure that your proposal contains all the parts required by the Town of Sahuarita. Please be sure that you check your proposal against the list.

- ☐ Form 1 – Project Proposal Summary Sheet
- ☐ Form 2 - Proposal Narrative – See Item III. Content of Proposal
- ☐ Form 3 - Listing of Organization's Funding Sources and Amounts
- ☐ Form 4 - Activity Data and Proposed Budget for Town of Sahuarita Funding
- ☐ Most Recent Financial Statements (audited is preferred.)

V. Submission Guidelines

1. Submission. The provider must submit an electronic version with all attachments and hand-deliver or mail original proposal no later than 12 Noon, on **Monday, July 20, 2015.** Email to tbankhead@sahuaritaaz.gov. All submittals and correspondence should be addressed to:

Town of Sahuarita
Attention: Teri Bankhead
Town Manager's Office
375 W. Sahuarita Center Way
Sahuarita, AZ 85629

2. Inquiries. Any question related to this solicitation must be directed to Teri Bankhead in writing, tbankhead@sahuaritaaz.gov or 344-7110. Any correspondence related to a solicitation should refer to the page and paragraph number of the RFQ.

3. Late Proposals. Late proposals will not be considered.
4. Proposer's Certification. By submitting a proposal, the provider certifies that he or she has read and understands this Request and has full knowledge of the scope, nature, and quality of work to be performed.

VI. Criteria for Evaluation:

Award shall be made to the provider whose proposal is determined to be the most advantageous to the Town, based upon evaluation criteria corresponding to the items in Section III, Content of Proposal. Selection of the human service provider is at the sole discretion of the Town.

VII. Incurred Costs

The Town is not responsible for any expenses that providers may incur in preparing and submitting proposals called for in this Request.

The Town reserves the right to conduct personal interviews or require presentations of any or all providers prior to selection. The Town will not be responsible for any costs incurred by the provider in connection with such interviews/presentation.

VIII. Award of Contract

The Contract shall be based upon the Request for Proposal issued by the Town and the Offer submitted by the Contractor in response to the Request for Proposal. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the Request for Proposal. The Town reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial non-conformity in the offer, as determined by the Town's Director of Procurement, shall be deemed non-responsive and the offer rejected. The Contract shall contain the entire agreement between the Town of Sahuarita and the Contractor relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements in any form.

Notwithstanding any other provision of this Request, the Town expressly reserves the right to do any of the following:

1. Waive any defect or informality.
2. Reject any or all offers, or portions thereof.
3. Reissue a Request for Provision of Human Services.
4. Not to enter into any contract for service.